

~~CONFIDENTIAL~~

ATTACHMENT #1

H L & R

Date \_\_\_\_\_

TO: Chief \_\_\_\_\_  
(Area or Station)

FROM: \_\_\_\_\_  
1 (Employee)

SUBJECT: Home Leave and Reassignment, Request for

I. Items for Preparation of Travel Order

- (a) Estimated date of departure: \_\_\_\_\_
- (b) Destination of Traveler (Legal Address): \_\_\_\_\_  
\_\_\_\_\_
- (c) Desired Mode of Transportation: \_\_\_\_\_
- (d) Desired Route of Travel, and requested stop-overs en route: \_\_\_\_\_  
\_\_\_\_\_
- (e) Names, relationship and ages of dependents accompanying traveler: \_\_\_\_\_  
\_\_\_\_\_
- (f) Date employee arrived in field on present tour: \_\_\_\_\_
- (g) Amount of annual leave taken since above date: \_\_\_\_\_
- (h) Amount of accumulated annual leave: \_\_\_\_\_
- (i) Consultation at Hdqs. prior to Home Leave may be authorized.
- (j) Shipment of effects (If assignment to be PCS Wash., effects will be shipped to \_\_\_\_\_ if assignment to be TDY Wash. and reassignment to Field, effects will be held at station pending determination of assignment).

25X1

II. Items for Determination of Reassignment

- (a) What is your preference for reassignment? Specify type of position and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) What duties have you performed and at what posts have you served during your present tour: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(Signature) \_\_\_\_\_

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ATTACHMENT #1 (CONT)

III. To be completed by Supervisor

- (a) Have employee's conduct and service been satisfactory in all respects during present field assignment? \_\_\_\_\_  
\_\_\_\_\_
- (b) Has employee striven for self-improvement? Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (c) What is your recommendation for reassignment of employee? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

IV. Reviewing Officer's Comments (To be completed by Area Chief or Deputy Area Chief)

- (a) Do you concur in the above statements? \_\_\_\_\_  
\_\_\_\_\_
- (b) What is your evaluation of employee's past service and potential utilization by Communications? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

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